

METROPOLITAN  
MILWAUKEE

**FAIR**  
HOUSING  
COUNCIL

600 East Mason Street,  
Suite 401

Milwaukee, WI 53202

phone 414.278.1240  
fax 414.278.8033  
tty 414.278.0280

[fairhousingwisconsin.com](http://fairhousingwisconsin.com)

William R. Tisdale  
President and CEO

April 30, 2015

Roxann Schmidt  
City of Appleton Community Development Specialist  
100 N. Appleton Street, 5<sup>th</sup> Floor  
Appleton, WI 54911

Dear Ms. Schmidt:

Please find enclosed a proposal for fair housing services. If you have any questions or concerns, please do not hesitate to call me at 414-315-3771 or email me at [esanders@fairhousingwisconsin.com](mailto:esanders@fairhousingwisconsin.com), or to contact Nicole Lemke at 920-560-4620 or [nlemke@fairhousingwisconsin.com](mailto:nlemke@fairhousingwisconsin.com).

We are looking forward to working with you in the 2015 CDBG Program Year.

Thank you very much.

Sincerely,



Erika L. Sanders  
Director - Program Services

**Fair Housing Services Proposal**

**Submitted by the  
Metropolitan Milwaukee Fair Housing Council  
to the City of Appleton CDBG Program for Program Year 2015**

**May 1, 2015**

Metropolitan Milwaukee Fair Housing Council  
William R. Tisdale, President and CEO  
600 E. Mason Street, Suite 401  
Milwaukee, WI 53202  
414-278-1240

Fair Housing Center of Northeast Wisconsin  
A satellite office of the Metropolitan Milwaukee Fair Housing Council  
4650 W. Spencer Street, Suite 20  
Appleton, WI 54914  
920-560-4620

## **I. SUMMARY**

The Metropolitan Milwaukee Fair Housing Council (MMFHC) proposes to provide the City of Appleton with fair housing enforcement and education and outreach services as described below. Services will be provided by MMFHC and its staff in its Fox Valley satellite office, the Fair Housing Center of Northeast Wisconsin (FHCNW), and will require funding support of \$26,250, although we are aware that CDBG funding restrictions may prevent this level of support.

## **II. PROPOSED SCOPE OF WORK**

MMFHC proposes to provide the following comprehensive fair housing enforcement, outreach and education and technical assistance services to City of Appleton residents:

- A) MMFHC will make its complaint intake, counseling and investigative services available to persons who believe that they have experienced illegal discrimination. MMFHC staff will advise such persons on the provisions of fair housing law and available sources of remedy. As appropriate, MMFHC staff will conduct investigations utilizing testing and make referrals to attorneys and/or administrative agencies.
- B) MMFHC will provide information and referral services for clients who have non-fair housing inquiries. Such inquiries may include questions on topics such as rent abatement, breaking a lease, repair-related concerns and housing subsidies.
- C) When notified by City of Appleton staff that a fair housing investigation of a CDBG Program funded housing provider may be necessary, MMFHC may conduct an investigation utilizing testing. MMFHC will retain sole control of testing strategy, materials and reporting. MMFHC, its testers and any other interested parties shall retain all rights of remedy enumerated under all applicable fair housing laws.
- D) MMFHC will make available, on a case-by-case basis, reasonable technical assistance to the City of Appleton and its residents, including housing providers and social service agencies that conduct business in the City of Appleton. Technical assistance will include, but not be limited to, clarification on fair housing laws, information on legal and/or administrative interpretation of the laws, information on the nature and extent of housing discrimination, demographic data and compliance issues.
- E) MMFHC will distribute fair housing educational materials for housing providers and consumers in English, Hmong and Spanish. The number of materials printed and distributed is dependent upon receipt of sufficient funding support for fair housing services in the City of Appleton, beyond the \$26,250 that is requested herein.
- F) MMFHC staff will conduct a minimum of four fair housing presentations to community based organizations, social service agencies, civic or neighborhood organizations, faith-based organizations, or academic groups. Such organizations will either be located in Appleton or serve Appleton residents.



- G) MMFHC will conduct one fair housing training seminar for owners and managers of rental housing in Appleton, and one additional fair housing training seminar for owners and managers of rental housing upon request from the Appleton Police Department.
- H) MMFHC staff will conduct up to three fair housing presentations upon request for non-profit agencies that are funded by Appleton's CDBG Program.
- I) MMFHC staff will participate in the Fox Cities Housing Coalition on a regular basis.

### **III. ORGANIZATIONAL HISTORY, MISSION AND QUALIFICATIONS**

FHCNW, which commenced provision of a full range of fair housing services on May 1, 2002, is a satellite office of MMFHC. The FHCNW office is located at 4650 W. Spencer Street, in Appleton, Wisconsin.

Prompted by prevailing patterns of racial and economic segregation and widespread discrimination in the housing market, 40 citizens organized MMFHC in October 1977 and began to operate a full-service fair housing program in 1978. A non-profit, membership-based organization, MMFHC is comprised of men and women who share a desire to create open and inclusive communities throughout the State of Wisconsin.

The purpose of MMFHC is to promote fair housing throughout the State of Wisconsin by combating illegal housing discrimination and by creating and maintaining racially and economically integrated housing patterns. MMFHC fulfills this mission through many local community partnerships and two satellite offices (in addition to FHCNW, there is a satellite office in Dane County).

MMFHC has operated a statewide enforcement program with affiliate and satellite offices throughout Wisconsin since 1984. MMFHC was the first private fair housing organization in the United States to develop and implement a formal worksharing relationship with a state enforcement agency. This public-private partnership with the Wisconsin Equal Rights Division began in 1982 and has been replicated in several other states. In addition, MMFHC has received over 30 Fair Housing Initiatives Program (FHIP) grants from the U.S. Department of Housing and Urban Development. MMFHC's FHIP grants have included numerous multi-year enforcement initiatives, as well as outreach and education contracts that provided fair housing educational services to housing consumers and providers, testers, attorneys and independent living centers across Wisconsin. As part of managing these and other state and local contracts, MMFHC maintains a consistent, uniform record-keeping system.

MMFHC staff provide technical assistance, training, and consultation services to the US Department of Housing and Urban Development, the US Department of Justice, the Federal Reserve Bank of Chicago, the National Fair Housing Alliance and private fair housing agencies throughout the United States, and other local, state and federal organizations. MMFHC has received two Best Practices Awards from the US Department of Housing and Urban Development. In addition, MMFHC was honored with a Trail Blazer Award by the Milwaukee Awards in Neighborhood Development Innovation program for its activities to address predatory lending practices, and MMFHC's President and CEO was honored with the 2008 National Community Reinvestment Coalition's National Community

Reinvestment Award in recognition of his local, regional and national leadership on fair housing.

MMFHC clients experience high levels of success when seeking a legal remedy to discrimination they've faced. Of the thousands of complainants MMFHC has assisted, over 600 have chosen to file lawsuits. Of those lawsuits, MMFHC clients have prevailed in all but 8 cases.

MMFHC operates the following programs:

#### Enforcement Program

- Intake of fair housing complaints, case management and counseling on options for administrative or judicial remedy.
- Investigative services for persons who allege housing discrimination.
- Referrals to attorneys and government agencies.
- Systemic investigations of institutional discrimination.

#### Outreach and Education Program

- Presentations to consumers, advocates and the general public.
- Fair housing training for property owners and managers, real estate agents and other members of the housing industry.
- Fair housing technical assistance and professional support to government agencies, civil rights organizations, social service agencies and housing providers.
- Development and dissemination of fair housing educational materials.

#### Fair Lending Program

- Investigates allegations of predatory lending, mortgage rescue scams and other fair lending violations.
- Monitors financial institutions' fair lending practices and compliance with the federal Community Reinvestment Act.
- Provides information to financial institutions on how to improve service to low and moderate income communities and people of color.
- Provides technical assistance and education on fair lending and foreclosure prevention to lenders, policy makers and the general public.

#### Inclusive Communities Program

- Technical assistance and professional support to community organizations, developers and local policy makers on inclusionary housing policies and the promotion of racial and economic integration.
- Assistance with consumers' access to pro-integrative housing choices.
- Research, analysis and documentation of fair and affordable housing opportunities and impediments.



## KEY STAFF FOR PROPOSED ACTIVITIES

The following staff will contribute their time to the provision of the fair housing services described in Section II.

**William R. Tisdale** is the President and CEO of MMFHC. Mr. Tisdale has been employed by MMFHC since 1978 and has been its chief executive since 1981. Mr. Tisdale was founding president of the National Fair Housing Alliance. Mr. Tisdale will be responsible for the overall administration and management of the project described in this proposal, including financial responsibilities. Mr. Tisdale will also supply technical assistance to the City of Appleton.

**Carla Wertheim** is MMFHC's Executive Vice President. Ms. Wertheim has been employed by MMFHC since 1978 and has supervised all MMFHC enforcement activities since 1983. Ms. Wertheim has extensive experience in the areas of rental, sales and insurance testing and has served as a consultant to the US Department of Urban Development and as a trainer for the National Fair Housing Alliance's Fair Housing School programs. Ms. Wertheim will oversee all enforcement activities proposed herein, and will provide technical assistance to the City of Appleton.

**Nicole Lemke**, Program Services Coordinator, has been employed by MMFHC since 2013 and is based in the FHCNW office. She will be responsible for conducting outreach and education activities under the terms of this contract. She will conduct presentations, coordinate rental industry training, conduct community contacts and distribute educational materials. In addition, Ms. Lemke will perform some test coordination and management of volunteer tester activities.

**Margaret Bowitz**, Senior Administrator – Case Management Services, has been employed by MMFHC since 1984. Under the contract with the City of Appleton, Ms. Bowitz will conduct intake of housing discrimination complaints and will maintain regular and ongoing communication with complainants, administrative agencies and attorneys after the referral of complaints. Ms. Bowitz will also provide technical assistance to housing providers and advertisers.

**Erika Sanders**, Director – Program Services, has been employed by MMFHC since 1998. She will provide oversight of all proposed outreach and education activities. She has performed this role in numerous other contracts, including all Appleton CDBG contracts since 2002, when FHCNW began operation.

**Deanna Richardson**, Senior Administrator – Investigative Services, has been employed by MMFHC since 2001. She will provide oversight and review of all testing conducted as a part of the proposed project. During her tenure with MMFHC, she has coordinated over 1590 tests, personally performed over 585 tests and conducted over 50 tester training sessions.

**Megan Wanke**, Administrative Services Coordinator, has been employed by MMFHC since 2005. She will conduct some complaint intake activities, including preparation of complaints for referral to attorneys and administrative agencies, and will be conduct training for owners and managers of rental housing.

#### **IV. FEE SCHEDULE**

MMFHC requests that the City of Appleton provide \$26,250 to support the full-service fair housing activities listed in Section II. The real cost of the proposed activities is, in fact, significantly higher; MMFHC will supplement funding from the City of Appleton with considerable in-kind resources in order to complete the activities described in foregoing portions of this proposal.

It is not possible to estimate the number of hours to be expended on each of the activities listed in Section II. One cannot predict the number of complaints to be taken during the term of a contract, and as each complaint is unique, it is not possible to pre-determine the amount of time each complaint will require for full intake, investigation and referral. The same may be said for technical assistance services and information and referral services provided to callers with non-fair housing inquiries.

Direct costs for this contract include the salary of FHCNW staff. It is anticipated that the hourly rate of the FHCNW Program Services Coordinator will be \$19.55. Indirect costs include the time of other staff, as well as expenses such as rent, telephone, and reproduction of printed materials.

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William R. Tisdale  
President and CEO

**METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL  
2015 BOARD OF DIRECTORS**

**Michael Vruno, Chairperson**

**Richard Strode, Vice Chairperson**

**James Connolly, Secretary**

**Keith Cowan, Treasurer**

**William Tisdale, President and CEO**

**Carol Lobes**

**Johnny Kimble**

**Henry Venzant**

**Mary Yank**



# United States of America

STATE OF WISCONSIN  
Office of Secretary of State

*To All to Whom These Presents Shall Come:*

The undersigned, as Secretary of State of the State of Wisconsin, hereby certifies that on October 12, 1977 Articles of Incorporation were filed in my office under the provisions of Chapter 181 of the Wisconsin Statutes, for the following corporation formed

**WITHOUT STOCK AND NOT FOR PROFIT:**

Name: METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL, INC.

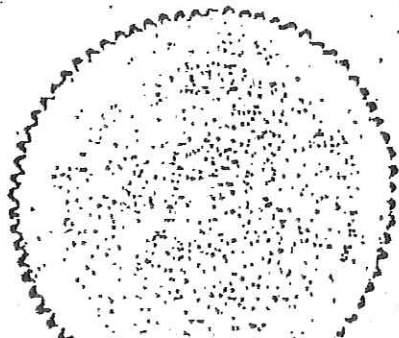
Principal Office: 2917 North 49th Street  
Milwaukee, WI 53219

Purposes for which organized: The corporation is organized exclusively for the charitable purpose, within the meaning of 501(c)(3) of the Internal Revenue Code of 1954, of eliminating prejudice and discrimination in the provision of housing in the Milwaukee metropolitan area.

I further certify that a certificate has been filed in my office to the effect that a duplicate of said Articles, bearing my certificate, was recorded in the office of the Register of Deeds of Milwaukee County, Wisconsin, on October 17, 1977.

THEREFORE, The State of Wisconsin does hereby grant unto the said corporation the powers and privileges conferred by the Wisconsin Statutes for the purposes stated and in accordance with said Articles.

In Witness Whereof, I have hereunto set my hand and affixed my official seal, at the Capitol, in the City of Madison, on October 26, 1977.



Douglas LaFollette  
DOUGLAS LAFOLLETTE  
Secretary of State

ARTICLES OF INCORPORATION  
OF  
METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL, INC.

Executed by the undersigned for the purpose of forming a Wisconsin corporation under Chapter 181 of the Wisconsin Statutes, WITHOUT STOCK AND NOT FOR PROFIT.

ARTICLE ONE. The name of the corporation is Metropolitan Milwaukee Fair Housing Council, Inc.

ARTICLE TWO. The period of existence of the corporation shall be perpetual.

ARTICLE THREE. This corporation is organized exclusively for the charitable purpose, within the meaning of §501(c)(3) of the Internal Revenue Code of 1954, of eliminating prejudice and discrimination in the provision of housing in the Milwaukee metropolitan area.

ARTICLE FOUR. The location of the principal office of the corporation in Wisconsin is 2917 North 40th Street, Milwaukee, Wisconsin 53210.

ARTICLE FIVE. The name of the initial registered agent is Fred Freiberg.

ARTICLE SIX. The address of the initial registered agent is 2917 North 40th Street, Milwaukee, Wisconsin 53210.

ARTICLE SEVEN. These articles may be amended in the manner authorized by law at the time of amendment.

ARTICLE EIGHT. The number of directors shall be fixed by by-law, but shall be not less than three.

ARTICLE NINE. The names and addresses of the initial Board of Directors are:

Edward Valent  
2915 North 40th Street  
Milwaukee, Wisconsin

Phyllis Wax  
2229 East Newberry Blvd.  
Milwaukee, Wisconsin

Ralph Yehle  
2489 North Frederick  
Milwaukee, Wisconsin

James Richardson  
2802 North 55th Street  
Milwaukee, Wisconsin

Sue Hoffmann  
1936 South 32nd Street  
Milwaukee, Wisconsin

Emile Jarreau  
1608 North Warren Street, No. 8  
Milwaukee, Wisconsin

Brian Binash  
1472 South 87th Street  
West Allis, Wisconsin

Teresa Valent  
2915 North 40th Street  
Milwaukee, Wisconsin

ARTICLE TEN. The method of accepting and discharging members, denying or restricting voting rights, and classifying members (including distinguishing features of each class) shall be set forth in the by-laws of the corporation. The



manner of election and appointment of directors shall be set forth in the by-laws of the corporation.

ARTICLE ELEVEN. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE THREE hereof. No substantial part of the activities of the corporation shall be the carrying on of propoganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under §501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation, contributions to which are deductible under §170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE TWELVE. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under §501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the County Court of Milwaukee County, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE THIRTEEN. The names and addresses of the incorporators of this corporation are:

Joyce Tanner  
524 East Foxdale Court  
Fox Point, Wisconsin

Burnette Wade  
2341 North 16th Street  
Milwaukee, Wisconsin

Ralph Yehle  
2489 North Frederick  
Milwaukee, Wisconsin

- 2 -  
James Richardson  
2802 North 55th Street  
Milwaukee, Wisconsin

Phyllis Wax  
2229 East Newberry Blvd.  
Milwaukee, Wisconsin

Lenora Seitz  
3553A North Green Bay Avenue  
Milwaukee, Wisconsin

Edward Valent  
2915 North 40th Street  
Milwaukee, Wisconsin

Teresa Valent  
2915 North 40th Street  
Milwaukee, Wisconsin

Gordon Kacala  
2956A North 38th Street  
Milwaukee, Wisconsin

Brian Binash  
1472 South 87th Street  
Milwaukee, Wisconsin

Sue Hoffmann  
1936 South 32nd Street  
Milwaukee, Wisconsin

Dave Kacala  
1963 South 31st Street  
Milwaukee, Wisconsin

Executed in duplicate on this 5<sup>th</sup> day of October,

1977.

Joyce Tanner  
Burnette Wade  
Edna Stahl  
Phyllis Wax  
Lenora F. Seitz



Edward Valent  
Teresa Valent  
Gordon Kacala  
Brian Binash  
James Richardson  
Dave Kacala

STATE OF WISCONSIN  
 DEPARTMENT OF STATE  
 FILED  
 OCT 12 1977  
 DOUGLAS LAFOLLETTE  
 SECRETARY OF STATE

STATE OF WISCONSIN )  
 COUNTY OF MILWAUKEE ) ss.

Personally came before me this 5<sup>th</sup> day of October, 1977, the above-named: Joyce Tanner, Burnette Wade, Ralph Yehle, James Richardson, Phyllis Wax, Lenora Seitz, Edward Valent, Teresa Valent, Gordon Kacala, Brian Binash, Sue Hoffmann, and Dave Kacala, to me known to be the persons who executed the foregoing instruments, and acknowledged the same.



James A. Walrath  
 Notary Public, Milwaukee County, Wis.  
 My Commission is Permanent.

STATE OF WISCONSIN  
 DEPARTMENT OF STATE  
 FILED  
 OCT 12 1977  
 DOUGLAS LAFOLLETTE  
 SECRETARY OF STATE

*Return to*

This document was drafted by James A. Walrath, attorney at law, 1409 E. Capitol Drive, Milwaukee, Wisconsin 53211.

Form 143.15-1977

# United States of America

State of Wisconsin—Department of State

REGISTER'S OFFICE  
Milwaukee County, Wis.  
RECORDED AT 3:17 PM

To All to Whom These Presents Shall Come, Greeting:

OCT 17 1977 60.7  
REEL 1059 IMAGE

I, the undersigned, as Secretary of State of the State of Wisconsin, certifies that

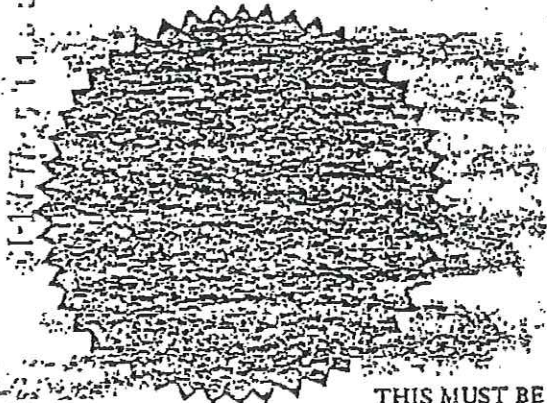
- Articles of Incorporation
- Articles of Dissolution
- Articles of Consolidation
- Amendment to Articles of Incorporation
- Articles of Merger
- Restated Articles
- Change of Registered Office and/or Agent
- Statement of Intent to Dissolve
- Name

Metropolitan Milwaukee Fair Housing Council, Inc.

of which the attached is a duplicate, was on the date hereof, accepted and filed in my office.

In Testimony Whereof, I have hereunto set my hand and affixed my official seal at the Capitol, in the City of Madison, on

OCT 12 1977



THIS MUST BE RECORDED WITH THE REGISTER OF DEEDS



Address any reply to: Federal Building and U. S. Court House, 210 North Robert Street, St. Paul, Minnesota 55101

## Department of the Treasury

### District Director Internal Revenue Service

Date: February 2, 1978 | In reply refer to: Mr. A. G. Gierard  
612-723-7344  
STP: 80-78-1700: MAG: 100



► Metropolitan Milwaukee Fair Housing  
Council, Inc.  
2015 North 40th Street  
Milwaukee, Wisconsin 53210

Dear Applicant:

Accounting Period Ending: December 31  
Form 990 Required:  Yes  No  
Advance Ruling Period Ends: December 31, 1979

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization of the type described in section ~~509(a)(1) and 170(b)(1)(A)(vi)~~.

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization so long as you continue to meet the requirements of the applicable support test. If, however, you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, in the event you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. In addition, if you submit the required information



within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section ~~509(a)(1)~~ organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section ~~509(a)(1)~~ status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section ~~509(a)(1)~~ organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions concerning these taxes, please let us know.

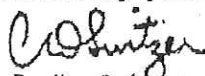
If your sources of support, or your purposes, character, or method of operation is changed, you should let us know so we can consider the effect of the change on your status. Also, you should inform us of all changes in your name or address.

If the yes box at the top of this letter is checked, you are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than ~~\$10,000~~ <sup>\$5,000</sup>. The return is due by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file the return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Sincerely yours,

  
C. D. Switzer  
District Director