

ECS

COUNTY OF MILWAUKEE
Department of Health and Human Services
INTER-OFFICE COMMUNICATION

Referred

MAR - 9 2012

**County Board
Chairman**

DATE: March 12, 2012

TO: Lee Holloway, Chairman – Milwaukee County Board of Supervisors

FROM: Héctor Colón, Director, Department of Health and Human Services
Prepared by James Mathy, Housing Administrator, Housing Division

SUBJECT: Report from the Director, Department of Health and Human Services,
Requesting Approval to Allocate the Anticipated 2012 Community
Development Block Grant (CDBG) Funding

Background

As part of the annual Community Development Block Grant (CDBG) process, all applicants were invited to attend a public hearing and present their proposals to the Economic and Community Development Committee on March 5, 2012. For 2012 funds, a new review process was put in place by staff to objectively rank projects based on a scoring system (see Attachment A) to make final recommendations. A panel was arranged to score each project based on this system. The panel members were chosen due to their vast experience with CDBG regulations as well as to avoid conflicts of interest. The panel consisted of two Housing Program Coordinators, Milwaukee County Housing Division; a representative from the City of Milwaukee Community Development Grants Administration; and a representative from the City of West Allis.

Once the County Board approves the projects, the 2012 Annual Plan will be published for comment for 30-days, as required. Any public comments will then be incorporated into the final 2012 Annual Plan and the Plan will then be submitted to Federal Department of Housing and Urban Development (HUD) for approval by April 30, 2012.

Issue

The 2012 Milwaukee County CDBG allocation totals \$1,267,877. Twenty-percent of these funds can be used for Administration and fair housing (\$253,575). Fifteen-percent of the funds can be set aside for public service projects (\$190,181). The allocation continues to be split between at large competitive projects and municipal projects. Although the municipal projects were not scored and ranked for the purpose of this report, they are included to show the complete allocation. As in years past, County CDBG staff will continue to review municipal projects to ensure that applicants meet national objectives and are following the Consolidated Plan. Staff are in discussions on how to potentially rank municipal projects in future years.

2012 CDBG Allocations

For the competitive applications, the recommendations in this report are based on the total points received for each project. Projects were ranked based on the following criteria:

- Project Approach
- Jurisdiction
- Experience and Qualifications
- Need and Justification
- Past Performance
- Benefit to Low-and-Moderate Income Persons
- Budget and Other Sources of Funds

Through this process, the Review Panel commented that several projects that requested funding do not appear to be able to meet the jurisdictional requirements set forth by HUD. If projects are not able to provide specific documentation that they are serving the Milwaukee County CDBG jurisdiction and that they are serving low-to-moderate income individuals, Milwaukee County will not be able to provide reimbursement per HUD regulations.

Recommendation

It is recommended that the County Board of Supervisors authorize the Director, DHHS, or his designee, to allocate the anticipated 2012 Community Development Block Grant funds to the following projects:

County-wide Projects	Public Service	Non Public Service	Total
Legal Aid Society of Milwaukee	\$20,560		\$20,560
Granville Interfaith Program	\$14,135		\$14,135
Wisconsin Community Services, Inc	\$20,560		\$20,560
Hunger Task Force, operational	\$20,560		\$20,560
United Community Center, Health Center	\$6,425		\$6,425
National Alliance on Mental Illness	\$12,850		\$12,850
Wisconsin Women's Business Initiative, microenterprise		\$92,060	\$92,060
Milwaukee County Housing, Emergency Home Repair		\$60,000	\$60,000
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Greendale Historical Society		\$40,000	\$40,000
Hunger Task Force, infrastructure		\$40,000	\$40,000
Easter Seals Southeast Wisconsin, roof		\$20,000	\$20,000
Eisenhower Center, Inc. parking lot		\$20,000	\$20,000
County-wide total	\$95,090	\$412,060	\$507,150

2012 CDBG Allocations

Suburban Set-Aside Projects	Public Service	Non Public Service	Total
Village Shorewood, Senior Resource Center	\$8,684		\$8,684
City of Franklin, elderly home support services	\$3,489		\$3,489
City of Franklin, senior center activities	\$6,070		\$6,070
City of St. Francis, Elderly - Interfaith	\$5,286		\$5,286
City of Glendale, adult program services	\$7,326		\$7,326
Village of Bayside, senior services	\$3,776		\$3,776
City of Oak Creek, Salvation army	\$544		\$544
City of Oak Creek, Interfaith	\$3,565		\$3,565
Village of Hales Corners, elderly home support	\$1,047		\$1,047
Village of Hales Corners, seniors enrichment program	\$1,395		\$1,395
Village of Hales Corners, Library materials for seniors	\$1,047		\$1,047
City of Cudahy, program for the elderly	\$13,284		\$13,284
City of Cudahy, Project Concern	\$4,667		\$4,667
Village of Shorewood, Shoreline Interfaith	\$2,265		\$2,265
Village of Fox Point, Dunwood Center lease	\$3,964		\$3,964
Village of Brown Deer, senior center	\$19,167		\$19,167
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City of South Milwaukee, Human Concerns Housing	\$3,776		\$3,776
Village of River Hills, North Shore Library Accessibility		\$21,098	\$21,098
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Village of Fox Point, exterior entry door accessibility		\$31,557	\$31,557
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Village of West Milwaukee, community center improvements		\$32,909	\$32,909
Village of West Milwaukee, maintenance of community center		\$8,115	\$8,115
Village of Hales Corners, library ADA improvements		\$20,827	\$20,827
Village of Whitefish Bay, infrastructure improvements		\$33,324	\$33,324
City of South Milwaukee, infrastructure improvements		\$19,482	\$19,482
Village of Brown Deer, infrastructure improvements		\$11,270	\$11,270

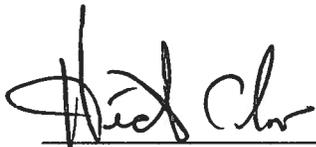
2012 CDBG Allocations

Suburban Total	\$95,091	\$412,060	\$507,151
Total Allocation from HUD	\$1,267,877		
Administration cap per regulation, 20%	\$253,575		
Public service cap per regulation, 15%	\$190,182		
Suburban Set-Aside	\$507,151		
County-wide Set-Aside	\$507,151		

Approval of the recommended CDBG allocations, as specified, will allow DHHS to meet the HUD deadlines and distribute funds in a timely manner.

Fiscal Effect

The amounts recommended in these contracts have been included in DHHS's 2012 Budget. A fiscal note form is attached.



Héctor Colón, Director
Department of Health and Human Services

cc: County Executive Chris Abele
Tia Torhorst, County Executive's Office
Terrence Cooley, County Board
Patrick Farley, Director, DAS
Pam Bryant, Interim Fiscal & Budget Administrator, DAS
CJ Pahl, Assistant Fiscal & Budget Administrator, DAS
Antionette Thomas-Bailey, Fiscal & Management Analyst, DAS
Glenn Bultman, Analyst, County Board Staff

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: March 8, 2012

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: From the Director, Department of Health and Human Services (DHHS), Requesting Approval to Allocate the Anticipated 2012 Community Development Block Grant (CDBG) Funding

FISCAL EFFECT:

- | | |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input checked="" type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input checked="" type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	(126,360)	0
	Revenue	(126,360)	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

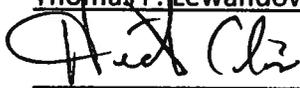
A. The Director of the Department of Health and Human Services (DHHS) is requesting authorization to allocate \$1,267,877 in anticipated 2012 Community Development Block Grant (CDBG) funding.

B. The total allocated funding amount represents a decrease of \$(126,360) compared to the 2012 Housing Division Budget for CDBG funds of \$1,394,237.

C. While recognizing that future Federal allocations of grant awards are always uncertain, it is anticipated that the Federal Department of Housing and Urban Development (HUD) will provide approximately \$1,267,877 in grant revenue in 2012. In no case will program expenditures exceed available revenue. As a result, there is no tax levy impact associated with approval of this request. If the final amount differs from the allocation presented here, DHHS will return to the Board with an update and any necessary fund transfers.

D. No further assumptions are made.

Department/Prepared By Thomas F. Lewandowski, Fiscal & Management Analyst

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

MILWAUKEE COUNTY CDBG/HOME 2012 APPLICATION EVALUATION CRITERIA

1. **Project Approach (24 points maximum):** The application describes what the program/project will do; how it will be implemented, operated, and administered within a realistic time period; and how low-income participants will access services. The description should include:
 - A description of the work that will be undertaken and a description of how the work will address the identified problem (worth up to 5 points).
 - Identifies any partnerships that have been or will be formed to ensure the success of the project. (worth up to 5 points).
 - A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project – meaning funds will be spent – will begin 2012 (worth up to 5 points).
 - Outreach and marketing initiatives that will be implemented to inform potential participants and to ensure that they are aware of the services/activities to be provided (worth up the 5 points.)
 - Outcomes are identified and can reasonably be expected to be achieved (worth up to 4 points).
2. **Jurisdiction (20) points maximum):** To what degree does the project impact the Milwaukee County jurisdiction? If sub-recipient has a history of serving the jurisdiction (10) points; if project is located in jurisdiction (5 points); Does proposal talk about serving jurisdiction or outreach into jurisdiction (5 points)
3. **Experience and Qualifications (16 points maximum):** The application provides documentation to justify the organization's capacity to conduct this project. The project is consistent with the mission of the organization. The organization has undertaken projects of similar complexity to the one for which funds are being required (worth up to 4 points). There are staff resources with the skills and experience to administer and conduct an accountable and responsible project (worth up to 10 points). There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to 2 points).
4. **Need and Justification (15 points maximum):** The proposed activity overview adequately describes the problem that is being addressed by the proposed project (worth up to 5 points). Statements are substantiated and related to the needs and the priorities in the 2010 – 2014 Consolidated Plan (worth up to 5 points). Provides a description of how funds may be targeted to areas of greatest need (worth up to 10 points)
5. **Past Performance (15 points maximum):** If the organization has been previously funded, a review of past expenditures and performance shows that the organization has been able to meet timeless and goals in a reasonable fashion, i.e., no unexpended dollars from 2010. Compliance with the contract will include but not be limited to submission of reports and adherence to scope of services (Worth up to 15 points with maximum points being awarded to projects.)
6. **Benefit to Low-and-Moderate Income Persons (5 points maximum):** The application describes the population to be served. Additional points will be given to projects located in *census tracts where 42.8% of the population is considered low-and-moderate income.*
7. **Budget and Other Sources of Funds (5 points maximum):** The application clearly explains and justifies each proposed budget line item and why CDBG and/or HOME funding is required to make the project viable. The budget is realistic. Efforts have been made to secure other funding for the project. The application identifies eligible sources of match, if required.

(ITEM) From the Director, Department of Health and Human Services, Requesting
Approval to Allocate the Anticipated 2012 Community Development Block Grant
(CDBG) Funding

A RESOLUTION

WHEREAS, as part of the annual Community Development Block Grant (CDBG) process, all applicants were invited to attend a public hearing and present their proposals to the Economic and Community Development Committee on March 5, 2012; and

WHEREAS, for 2012 funds, a new review process was put in place by staff to objectively rank projects based on a scoring system to make final recommendations and a panel was arranged to score each project based on this system; and

WHEREAS, once the County Board approves the projects, the 2012 Annual Plan will be published for comment for 30-days, as required, then any public comments will be incorporated into the final 2012 Annual Plan and the Plan will then be submitted to Federal Department of Housing and Urban Development (HUD) for approval by April 30, 2012; and

WHEREAS, the 2012 Milwaukee County CDBG allocation totals \$1,267,877 with twenty-percent of these funds to be used for administration and fair housing (\$253,575) and fifteen-percent of the funds to be set aside for public service projects (\$190,181); and

WHEREAS, the allocation continues to be split between at large competitive projects and municipal projects; and

WHEREAS, although the municipal projects were not scored and ranked for the purpose of this report, they are included to show the complete allocation; and

WHEREAS, if projects are not able to provide specific documentation that they are serving the Milwaukee County CDBG jurisdiction and that they are serving low-to-moderate income individuals, Milwaukee County will not be able to provide reimbursement per HUD regulations

WHEREAS, an estimated \$1,267,877 will be provided in 2012 (representing a reduction of \$126,360 when compared to the 2012 Milwaukee County Adopted Budget of \$1,394,237); and

WHEREAS, in no case will program expenditures exceed available revenue; now, therefore,

44 BE IT RESOLVED, the County Board of Supervisors authorize the Director,
 45 DHHS, or his designee, to allocate the anticipated 2012 Community Development Block
 46 Grant funds to the following projects:
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