

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

**DATE:** April 29, 2013

**TO:** Supervisor Patricia Jursik, Chairperson, Economic & Community Development Committee

**FROM:** Hector Colon, Director, Department of Health and Human Services  
*Prepared by James Mathy, Housing Administrator, Housing Division*

**SUBJECT:** **An Informational Report from the Director, Department of Health and Human Services, presenting the proposed timetable for the 2014 Milwaukee County Community Development Block Grant (CDBG) Program Year as well as the updated Consolidated Planning process**

**Issue**

As part of the annual Community Development Block Grant (CDBG) allocation process, Housing and Urban Development (HUD) requires the Department of Health and Human Services (DHHS) – Housing Division, as the Administrator of the Milwaukee County CDBG Program, to produce an Annual Action Plan. The Annual Action Plan for the 2014 Program year is due to HUD no later than November 15, 2013.

HUD requires that the process for creating the Annual Action Plan include the following:

- 1) A citizen participation component that has at least two public hearings to allow sufficient opportunity to comment on the housing and community development needs of the Milwaukee County CDBG jurisdiction
- 2) Approval by the Milwaukee County Board of Supervisors and the County Executive of eligible projects and funding amounts that are included in the 2014 Annual Action Plan
- 3) A 30-day period for the public to provide comment on the 2014 Annual Action Plan, which must begin after Board and County Executive approval
- 4) The 2014 Annual Action Plan must be submitted to HUD no later than 45 days prior to the start of the 2014 program year (Jan 1, 2014), which would be November 15, 2013

During this process, Housing Division staff will assist with soliciting proposals for eligible CDBG activities and will manage an objective and transparent process of reviewing and ranking proposals. Staff will ensure that all applications meet HUD national objectives and all eligible projects will then be ranked by a panel of CDBG experts that have no conflicts of interest. Staff will provide the panel with an objective scoring system, similar to the process from the 2013 allocation. Scores will be based on project

description, impact on the jurisdiction, experience, community need, past performance, budget and sources of funds, and benefits to low-to-moderate individuals. Funding recommendations to the Economic and Community Development Committee will be based on this review process.

**Discussion**

The County expects to receive approximately \$1.2 million in CDBG funds for the 2014 program year. Of this amount, approximately \$1 million will be available for projects that will serve people with low to moderate income residing in the Milwaukee County CDBG jurisdiction. The proposed schedule for approving CDBG funded activities for the 2014 Program Year and submitting the 2014 Annual Action Plan to HUD is as follows:

<b>June 10, 2013</b>	Public Hearing #1: Housing and Community Development General Needs (regularly scheduled committee meeting)
<b>June 24, 2013</b>	2014 Program Year Applications Available
<b>July 26, 2013</b>	Due Date for 2014 Applications
<b>September 16, 2013</b>	Public Hearing #2: Presentation of CDBG projects Community and Economic Development Committee meeting (regularly scheduled committee meeting)
<b>*September 23, 2013</b> <small>*Proposed date – requires ECD Chairperson approval</small>	Community and Economic Development Committee approval of allocation recommendations of CDBG and HOME funds for 2014 program year activities (special committee meeting)
<b>September 26, 2013</b>	County Board of Supervisors approval of CDBG and HOME funds for 2014 program year activities (regularly scheduled full board meeting)
<b>September 27 – October 31, 2013</b>	Draft 2014 Annual Action Plan to be posted/available for 30-day public review and feedback period
<b>November 4, 2013</b>	Submit 2014 Annual Plan to HUD (due no later than November 15, 2013)

**Consolidated Plan**

The Consolidated Plan is designed to help states and local jurisdictions assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and

community development priorities that align and focus funding from the four Community Planning and Development (CPD) formula block grant programs: the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME), the Emergency Solutions Grant (ESG) program, and the Housing Opportunities for Persons with AIDS (HOPWA) program. Key components of the Consolidated Plan include:

- **Consultation and Citizen Participation:** Through the Consolidated Plan, grantee jurisdictions engage the community, both in the process of developing and reviewing the proposed plan, and as partners and stakeholders in the implementation of CPD programs. By consulting and collaborating with other public and private entities, grantees can align and coordinate community development programs with a range of other plans, programs and resources to achieve greater impact.
- **The Consolidated Plan:** The three to five year Consolidated Plan describes the jurisdiction's community development priorities and multiyear goals based on an assessment of housing and community development needs, an analysis of housing and economic market conditions and available resources.
- **The Annual Action Plan:** The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priorities, needs and specific goals identified by the Consolidated Plan.
- **Consolidated Annual Performance and Evaluation Report (CAPER):** In the CAPER, grantees report on accomplishments and progress toward Consolidated Plan goals in the prior year.

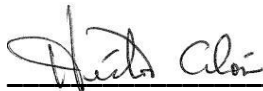
Milwaukee County currently has a Consolidated Plan that runs from 2010 through 2014. Housing Division staff has determined that the Plan should be more specific on the strategic goals of Milwaukee County and should also have more citizen participation to accurately reflect our community needs. Due to these issues, the Housing Division is proposing to update the Consolidated Plan a year early. The new Plan will assist in the review of CDBG applications that are submitted in 2014. The following is a timeline that would allow the Housing Division to submit a new Consolidated Plan in 2013:

<b>April-May, 2013</b>	Complete review of active Consolidated Plan and preparation of survey questions
<b>June, 2013</b>	<ul style="list-style-type: none"> <li>- Compile focus group participant lists</li> <li>- Finalize and issue survey</li> <li>- Schedule meetings with County entities and Consortium members to discuss planning process</li> </ul>

<b>July, 2013</b>	<ul style="list-style-type: none"> <li>- Compile and analyze survey data</li> <li>- Send out invitations for focus group sessions</li> <li>- Compile data for needs and market analysis</li> </ul>
<b>August, 2013</b>	<ul style="list-style-type: none"> <li>- Hold focus groups and review information</li> <li>- Determine goals and objectives for the Plan</li> </ul>
<b>September, 2013</b>	<ul style="list-style-type: none"> <li>- Schedule and hold public meetings</li> <li>- Submit Plan to the Economic and Community Development Committee for approval</li> </ul>
<b>October – November 4, 2013</b>	<ul style="list-style-type: none"> <li>-Begin 30 day public comment period</li> <li>-Review citizen comments</li> <li>-Complete work on the Consolidated Plan</li> </ul>
<b>November 4, 2013</b>	Submit 2014 Consolidated Plan to HUD

**Recommendation**

This is an informational report. No action is necessary.




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Héctor Colón, Director  
Department of Health and Human Services

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