



Milwaukee County American Rescue Plan Act Aid Fund Administration Budget Proposal

Fund Administration Overview

Purpose: Manage and coordinate use of ARPA funds to ensure strong programmatic and fiscal accountability, timely reporting, and alignment with supplementary funding.

Fund Administration Allocation: \$7M

Alignment with ARPA Funding Objectives: Administer the SLFRF program, including costs to support effective management and oversight.

Milwaukee County Strategic Alignment: Ensure strong fiscal stewardship of funds in support of Milwaukee County's Invest in Equity strategic focus area.

Sample Expenditures:

- Comply with fiscal, programmatic, and federal reporting requirements
 - Sponsor project-level evaluation and community engagement contracts
 - Establish data collection processes
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Budget Proposal Name: DHHS ARPA Administrative Support

Please provide an overview of the fund administration project being proposed. (200 word maximum)

Earlier this year, under Files 22-493, 22-814, and 22-816, the County Board approved the creation of three positions – 1 Senior Accountant, 1 Quality Assurance Coordinator and 1 Contract Services Coordinator – to support the financial reporting, auditing and monitoring associated with the programs and services being managed by DHHS utilizing American Rescue Plan Act (ARPA) funds. These services include eviction prevention, Right to Counsel Program, expansion of senior meals, vaccine outreach, enhanced Adult Protective Services, and mental health initiatives designed to address the root causes of violence, substance abuse and other mental health issues as well as neighborhood redevelopment around the Marcia P. Coggs Human Services Center. In addition, an Enterprise Project Manager role will aid coordination across DHHS ARPA Projects, ensuring timely reporting and uniform management.

Please explain how this request aligns with the purpose of the ARPA Fund Administration expenditure category, why the budget is needed, and how the funds will be spent. (200 word maximum)

Currently, there are 16 active projects with additional proposals being submitted for approval. These positions are intended to be 100 percent dedicated to ARPA-related tasks the purpose of which is to

maintain reliable planning, monitoring, evaluation, accountability and reporting of projects across DHHS. Specifically, the Senior Accountant is essential to fully claiming out expenses and ensuring adherence to reporting requirements. The Contract Services Coordinator would oversee the coordination, execution and tracking of purchase of service, fee for service, and professional contracts. And the Quality Assurance Coordinator would help advance a centralized quality management system by developing and implementing department-wide monitoring and evaluation activities. The Enterprise Project Manager will work with Project Leads across DHHS to ensure coordination and timely reporting related to ARPA Projects.

At the time these positions were created, it was assumed that they would be funded out of individual project budgets. However, in an effort to preserve as much of the ARPA funding for direct services, it was recommended that DHHS submit a proposal for ARPA Fund Administration to support these positions.

Please explain how we will know whether this project achieved its purpose. Provide an overview of the project’s goals, objectives, outcomes, and/or outputs that will be achieved by December 31, 2024. (200 word maximum)

The project’s goals include 1) preparation and execution of purchase of service, professional service and other contracts/contractual documents necessary for the implementation of each project, 2) payment of invoices, expense tracking and monitoring and timely reporting and 3) collection of relevant and appropriate impact data needed to monitor strengths, weaknesses and gaps in existing projects/ programs and services.

Amount Requested by Fiscal Year

FY 2021	FY 2022	FY 2023	FY2024	FY 2025	FY 2026	Total
\$Click or tap here to enter text.	0	\$292,500	\$298,200	\$228,200	\$77,600	\$896,500

Budget Request

Complete the short-form budget and provide a formula for your calculation by defining the expense item, number of units, and cost per unit for the requested project period. Please add rows as necessary.

Expense Item	Description	Total Cost
Personnel Expenses (including fringe benefits) *		
1. 2023 = 2% inflation on annual salary and fringe benefits	Sr Accountant, Contract Services Coordinator, Enterprise Project Manager and Quality Assurance (QA) Coordinator	\$292,500
2. 2024 = 4% inflation on annual salary and fringe benefits	Sr Accountant, Contract Services Coordinator, Enterprise Project Manager and QA Coordinator	\$298,200
3. 2025 = 6.1% inflation on 75% annual salary and fringe benefits	Sr Accountant, Contract Services Coordinator, Enterprise Project Manager and QA Coordinator	\$228,200

4. 2026 = 8.2% inflation on 25% annual salary and fringe benefits	Sr Accountant, Contract Services Coordinator, Enterprise Project Manager and QA Coordinator	\$77,600
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*Fringe percentages and inflationary factors provided by Comptroller's Office

Professional Services				
1.				\$
2.				\$
3.				\$
Supplies & Equipment				
1.				\$
2.				\$
3.				\$
Total Calculations				
Direct Expenses Total				\$896,500
Indirect Expenses** (10%)				\$
Total Expenses				\$896,500