

COUNTY OF MILWAUKEE
Inter-Office Communication

DATE: November 16, 2022

TO: Shawn Rolland, Co-Chair, Ricardo Diaz, Co-Chair,
American Rescue Plan Act of 2021 (ARPA) Task Force

FROM: Fund Administration Subgroup

SUBJECT: ARPA Fund Administration Recommendation – Department of Health & Human Services
(DHHS) ARPA Administrative Support

REQUEST

Requesting recommendation of the DHHS ARPA Administrative Support project within the Fund Administration Expenditure Category for American Rescue Plan Act (ARPA) funding.

POLICY

Milwaukee County Board file 21-555: “A resolution to create a Task Force to review and recommend funding allocations to the Milwaukee County Board of Supervisors for monies received by the County in the Federal American Rescue Plan Act of 2021”

BACKGROUND

The Fund Administration Subgroup was established to manage and coordinate the use of ARPA funds to ensure strong programmatic and fiscal accountability, timely reporting, and alignment with supplementary funding.

The Department of Health & Human Services will use \$896,500 for four positions the Senior Accountant, the Contract Services Coordinator, the Enterprise Project Manager and the Quality Assurance Coordinator to support administering ARPA funds. Currently, there are 16 active projects with additional proposals being submitted for approval that DHHS will manage. These positions will maintain reliable planning, monitoring, evaluation, accountability, and reporting of projects across DHHS. The goals of these positions 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, expenses tracking and monitoring and timely report and (3) collection of relevant and appropriate impact data needed to monitor strengths, weaknesses and gaps in existing projects/programs and services.

Please see the full proposal in the attachments (ARPA Proposal – DHHS ARPA Administrative Support).

RECOMMENDATION

The Fund Administration subgroup leads recommend authorization of \$896,500 in ARPA funds for DHHS Admin Support positions within the Fund Administration Category.

PREPARED BY:

Bess Earl, Senior Grant Analyst, Office of Strategy, Budget & Performance

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan:

3A: Invest “upstream” to address root causes of health disparities

3B: Enhance the County’s fiscal health and sustainability

3C: Dismantle barriers to diverse and inclusive communities

ATTACHMENTS:

Attachment A: ARPA Proposal - DHHS ARPA Administrative Support