

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: April 20, 2026

TO: Chairwoman Marcelia Nicholson, County Board of Supervisors

FROM: Cynthia (CJ) Pahl, Financial Services Director, Office of the Comptroller



SUBJECT: Informational report on Grants Administration in Infor

The Comptroller is pleased to provide an update on improvements in grant administration processes within the County. In December 2024, the Audit Services Division of the Office of the Comptroller presented its findings of the grants audit “County Needs to Establish Clear Roles, Responsibilities, and Procedures for Grant Management” to the County Board. This audit evaluated compliance, transparency, and the efficiency of grant management across all departments. The audit’s findings identified several key areas requiring enhanced oversight and recommended actionable procedural modifications, including that the “Comptroller develop and implement relevant policies and procedures including the use of coding or the grant module within the County’s financial system to track grants.”

In direct response to the audit recommendation, the Office of the Comptroller has expanded the Project Ledger functionality in Infor to include management and administration of both operating and capital grants. The newly expanded module is designed to optimize grant tracking, reporting, and compliance monitoring throughout the County within one central location. With this system in place, departments will be equipped to manage grant awards and expenditures with increased efficiency and accuracy. Additionally, the module provides real-time visibility into the status of grants, thereby fostering greater accountability and supporting the county’s broader objective of minimizing risk across the County’s grant portfolio.

The first batch of grants is expected to go live on June 1, 2026, with a goal of phasing in every grant over the remaining months of 2026. Full implementation is expected by January 1, 2027. As part of the implementation, the Office of the Comptroller must establish a grant budget within the Project Ledger. These grant budgets have already been approved by the County Board within the operating budget but require slight modifications to fit within the newly designed standards for grant expenditure tracking in Milwaukee County. To allow implementation to move forward as efficiently as possible, these budgets will be modified to fall within 10 distinct account codes within each operating and capital project budget as implementation occurs. Every budget change will be presented to the Milwaukee County Committee on Finance for final review and approval as they become available. All newly received grants that require budgets to be established will follow the customary fund transfer process but will use the new grant account codes and grant project numbers in the future.

The standardized accounts are below:

Account	Account Name
50000	Direct Labor Charged
50201	Fringe Benefits Charged
50206	NICRA Charged
60033	Contractual
75222	Sub Award
60809	Travel
70822	Supplies (less than \$10K)(Airport less than \$50K)
70823	Other Direct Costs
75404	Construction
75611	Equipment (greater than \$9,999)(Airport grtr than \$49,999)

Summary

The Office of the Comptroller will continue to diligently monitor the effectiveness of the grants management project and ensure adherence to improved grant management practices throughout all impacted departments. As grants budgets are established in the system, that information will be provided to the Committee on Finance for final review and approval. Further updates on overall implementation will be provided as additional information is collected and feedback is received.